TUG Programming Policy and Practice

The following are program policies approved by the University cabinet for any PLNU entity (department or office) that is offering events which entail invitations to members of the traditional undergraduate student body.

* All events are to be posted on the TUG Student Engagement Calendar ([Here](https://calendar.google.com/calendar/u/0?cid=cG9pbnRsb21hLmVkdV8zaWZwaDg5c2RxMzFqMTU0cDhiZWhyZXZnb0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t) is the link).
  + When planning, consideration is made for events already posted on the TUG calendar (It is better for the students to have events across different days than clustered in one).
  + The request is to promote and encourage attendance at other events as a matter of mutual support.
  + Please do not replicate similar events within the same timeframe (i.e., ASB is hosting a fall dance therefore don’t create another fall dance on a different evening).
* All events must adhere to noise and quiet hour limitations. Please consult with the Director of Auxiliary Services if there are questions regarding these ordinances and impact on neighbors.
* No events can be planned during the chapel times: 9:45 -10:45 am (M-W-F) or 9:00-10:00 pm Thursday.
  + While morning chapel typically ends at 10:30 am the practice is not to create events that begin before 10:45 am. No classes are to be scheduled before 10:55 am unless approved by the provost.
* Renewal Week is an official “gray out” week which means:
  + Regular club meetings can happen but no events that would be an all-student invite are offered.
  + Every effort is made to support renewal week events.
* Events should be designed in a way to foster a healthy campus culture and not to cause disruption. Any event that is considered a threat to the campus climate can be canceled by the cabinet member that your office reports to. If there is a possibility that an event could rise to this level, you are encouraged to have discussions with their overseeing cabinet member before moving forward with the planning process.
* Co-Curricular programming that sends invitations to students outside your immediate oversight/membership and is educational should be submitted to the Co-Curricular Education Committee to ensure alignment of scope and timing, as well as to help promote these events. Please email the Dean of Students an outline of those events: [jakegilbertson@pointloma.edu](mailto:jakegilbertson@pointloma.edu) or hmcclary@pointloma.edu.
* You are also strongly encouraged to use the myPLNU app. If you have any questions regarding set up and usage please contact [myPLNUQuestions@pointloma.edu](mailto:myPLNUQuestions@pointloma.edu).